U.S. Dept. of Housing and Urban Development

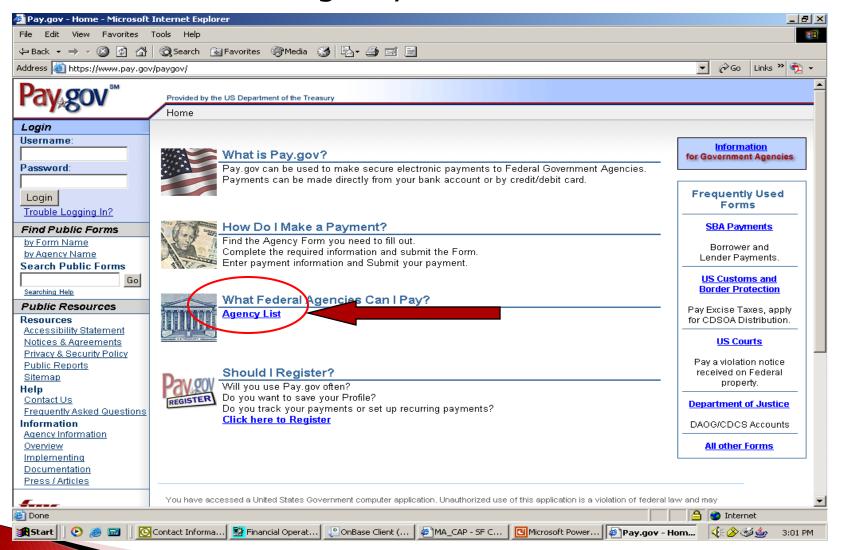
Office of Native American Programs

Section 184 Loan Guarantee

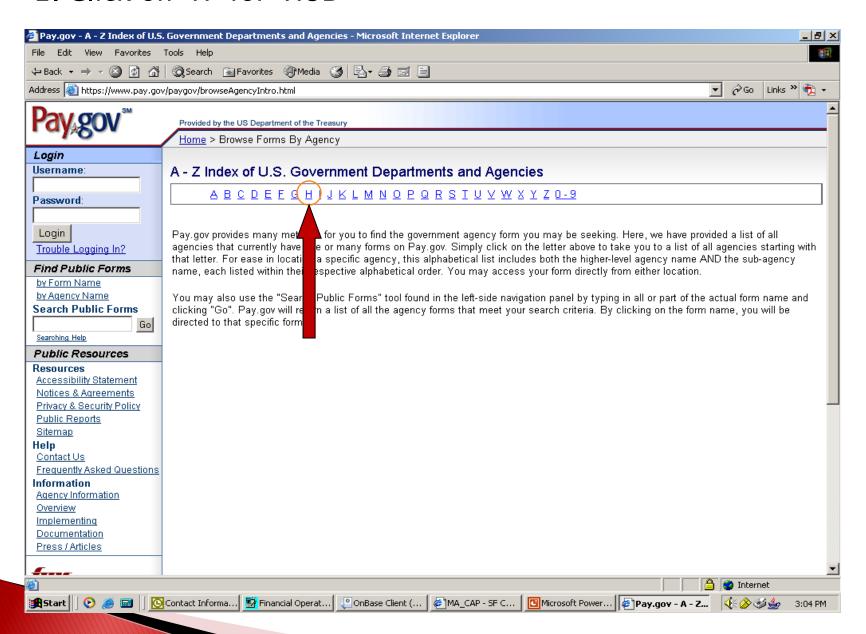
Pay.gov processing instructions for Annual Mortgage Premium submissions

- •Please note: The following directions for submitting via Pay.Gov assumes that your company has registered with Pay.Gov and provided you with a password and login.
- If your company has not registered, please skip to the final 3 screens where that process is detailed.

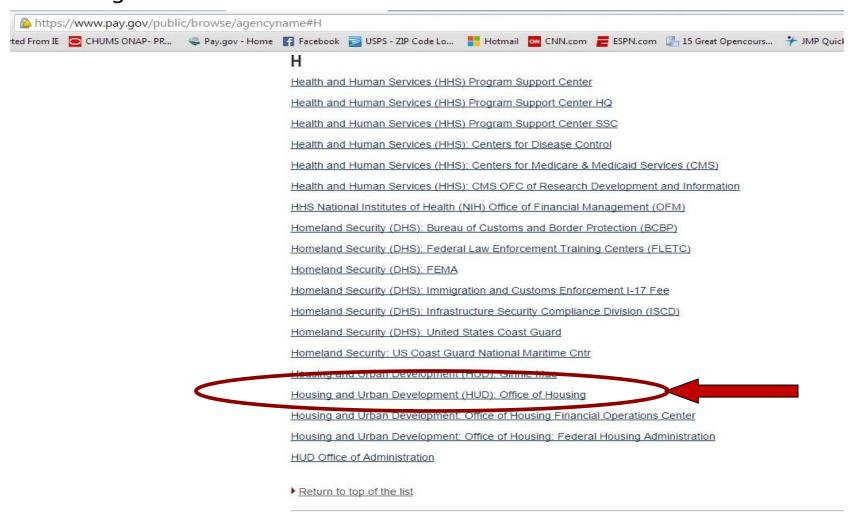
1. Go to the US Treasury website at www.pay.gov and click on "Agency List"



2. Click on "H" for 'HUD'

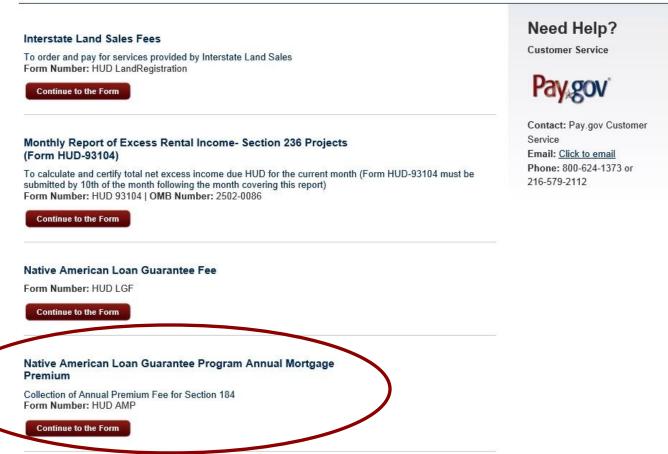


4. Select Department of Housing and Urban Development - Office of Housing

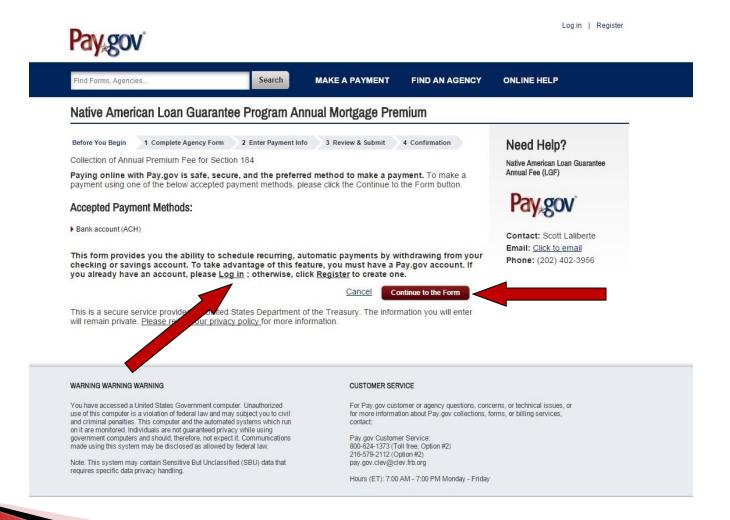


5. Select Native American Loan Guarantee Program Annual Mortgage Premium form. The form is named HUD AMP.

Housing and Urban Development (HUD): Office of Housing



6.Login to account for use of recurring payment feature on this form. If you wish to skip recurring payments, click Continue to the Form

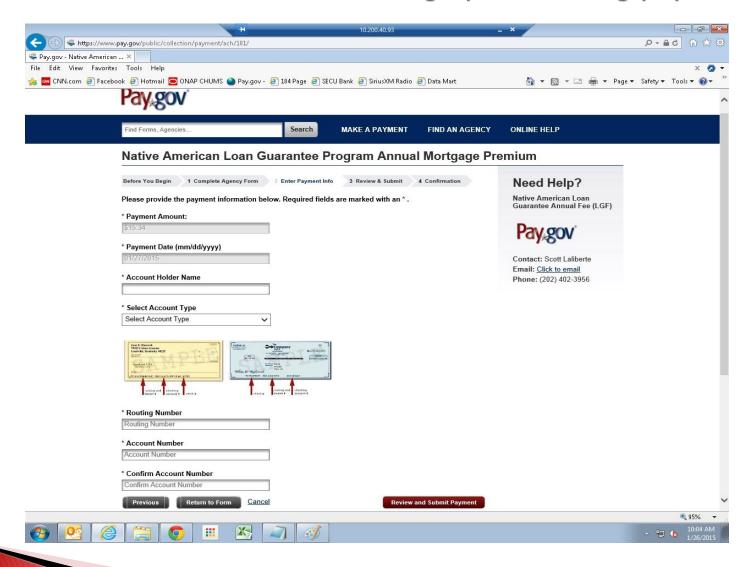


7. ONAP LG Program Annual Mortgage Premium form will open. Complete all items.

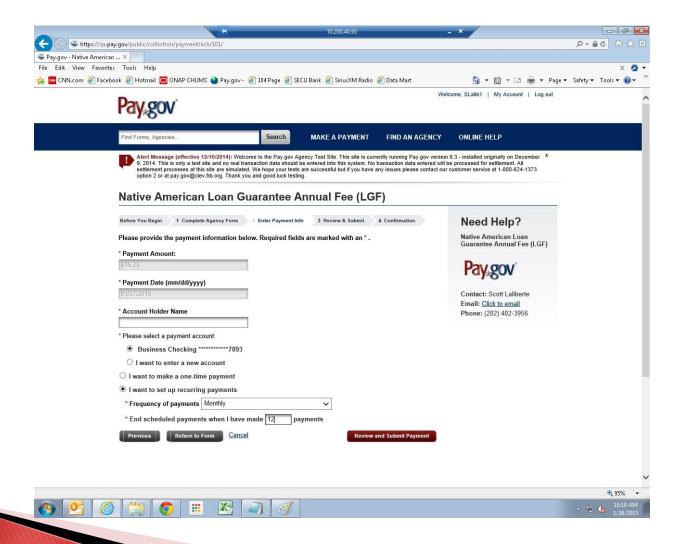


- 8. Complete all information required on the form as directed.
 - Complete all items on form based on information related to this premium submission.
- Select PDF Preview and make copy of form (do not submit from PDF) This is essential and required to ensure proper documentation for dispute resolution.
- Return to form and click Continue to move to payment information screen.

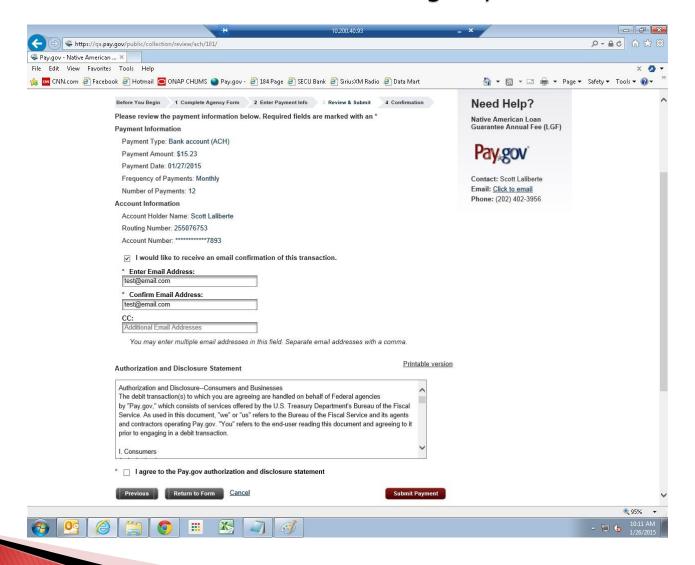
9a. Payment Screen opens. Complete all required items. This screen is for those who are not setting up a recurring payment.



9b. Payment Screen opens. Complete all required items. This screen is for those who are setting up a recurring payment



10. Please print or save page for the payment confirmation before processing next transaction. The Pay.gov transaction ID should be recorded for use in resolving any submission issues.



Important points about using Pay.Gov

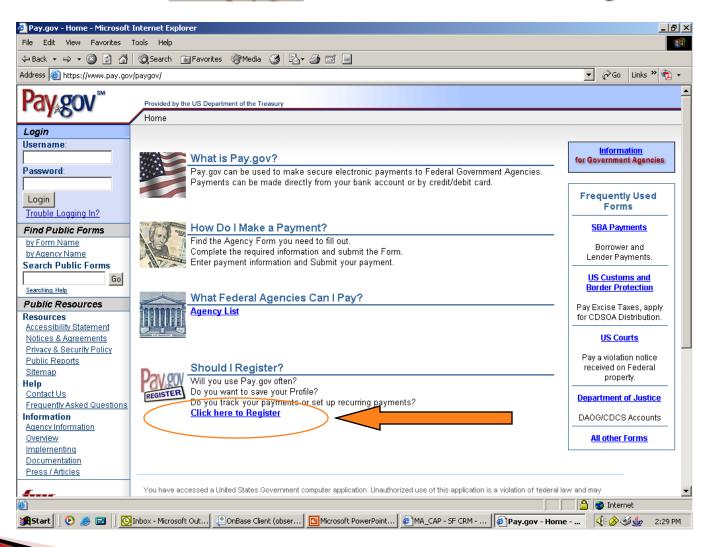
- Be sure to use the live pay.gov website, and NOT the pay.gov TEST site (https://qa.pay.gov/paygov/) You can use the test site to familiarize yourself with the process, but HUD will not receive any submission entered on the test site.
- If you have any questions, please contact
 - Scott Laliberte
 - Phone: 202–402–3956
 - Email: Scott.K.Laliberte@Hud.gov

<u>Summary</u>

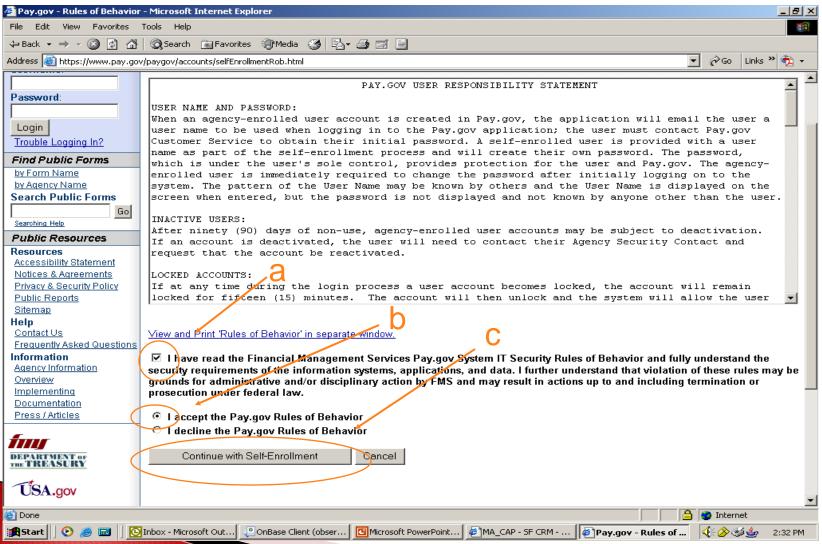
 We hope this presentation was informative and you are now ready to put the new methods described into routine practice in your office.

Registering as a user at Pay.Gov

1. Go to www.pay.gov and click on "click here to register."



2. Read over the "User Responsibility Statement." When finished, a) check that you have read it, b) accept the "rules of behavior" and c) click to continue.



3. Fill out all required information and click submit.

